

CITY OF MILWAUKIE

CLASSIFICATION: CODE COMPLIANCE COORDINATOR

Department: Police Department
Location: Public Safety

Grade Number: 10 (60)
Union: AFSCME

FLSA: Non-exempt
EEO Category: 5 - Paraprofessional

DESCRIPTION:

Performs a variety of routine and complex work related to the administration and compliance of City and State ordinances, codes, rules and regulations. This includes, but is not limited to codes regarding signage, nuisances, hazardous sidewalk conditions, housing conditions, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other issues related to the Municipal code. In addition this position works with citizens to educate, encourage and assist property owners to comply with City codes and regulations. This position also participates in collaborative problem solving with other City staff in areas relating to code enforcement. This position coordinates and facilitates cross-departmental, multi-violation case resolution. The Code Compliance Coordinator facilitates ongoing training pertaining to compliance procedures and policies. Researches code issues and drafts City Code. The Code Compliance Coordinator also works with neighborhood leadership and other agencies to support neighborhood preservation efforts. Testifies in court presenting all aspects of code violation cases as necessary. This position is distinguished from the Code Compliance Specialist by the complexity of cases and preparation of City Code language and has lead responsibility for the Code Compliance Specialist and the Parking Enforcement Officer. Reports to the Police Captain.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks, which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Works with and provides lead direction to assigned Code Enforcement personnel. Provides training in work and safety procedures. Assures that work is performed according to established safety practices and procedures.
2. Coordinates the City's response or directly responds to complaints of alleged code violations including but not limited to signage, nuisances, hazardous sidewalk conditions, housing conditions, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other issues related to the Municipal Code.
3. Conducts field investigations of potential violations: gathers evidence; questions complainants, witnesses and property owners or occupants; compares facts to code requirements; makes findings; issues warnings, corrections notices, or citations; and follow-up with complainants as to the status of the case.
4. Meets with owners, tenants, businesses, neighborhood groups, etc. to review and explain code requirements and violations or potential violations; secures code compliance; seeks voluntary compliance; provides assistance with compliance through the community services program.
5. Writes and distributes a variety of correspondence, memoranda, notices, flyers, brochures and reports relating to code enforcement issues actions and the status of cases.
6. Assists with code-related dispute resolution between parties (neighbors, complainants, violators, city staff or other agency representatives) or refers unresolved disputes to other mediation service providers.
7. Provides information to persons who request information or assistance with matters relating to code enforcement.
8. Maintains documentation related to inspection, enforcement and compliance activities.
9. Researches, writes and gains Council approval of amendments and additions to codes or regulations that relate to the position.
10. Coordinates, facilitates, and as assigned, leads team efforts with the police, planning, building, public works, other related departments, the prosecuting attorney, and other staff or agencies as needed.

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11. Reviews and contributes to evidentiary and legal issues related to cases being prepared for trial: consults with prosecutor; prepares case report for court action; assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court, as required; and testifies in court.
12. Prepares reports related to activities and investigations.
13. Maintains positive public relations with customers and is responsive to customers needs.
14. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
15. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**
 - a) **Education:**
 - i) Associate degree or equivalent; or
 - ii) Any equivalent combination of education and experience.
2. **Prior Experience:**
 - a) **Work Experience:**
 - i) Three years working in a position related to inspection, code compliance, building inspection, land use, public administration, law enforcement or related field; or
 - ii) Any equivalent combination of education and experience.
 - b) **Necessary Knowledge, Skills and Abilities:**
 - i) Knowledge of codes and related statutes, due process, standards and regulations relating to various land use, nuisance and public safety codes.
 - ii) Knowledge of code enforcement principles, practices and methods as applicable to a municipal setting.
 - iii) Ability to analyze and interpret code compliance issues and determine effective course of action.
 - iv) Working knowledge of inspection techniques.
 - v) Skill to use accepted practices of facilitation, conflict resolution, and mediation.
 - vi) Ability to explain complex codes and regulations to the public, professionals and other agencies.
 - vii) Ability to analyze complex situations, problems and data and use accepted problem solving techniques in drawing conclusions and making decisions.
 - viii) Ability to comprehend and articulate complex facts and relationships in detail and to clearly, legibly and concisely summarize in writing.
 - ix) Ability to utilize a variety of tools and equipment related to code compliance investigation including digital cameras, scale sticks, noise meters, cell phones, pagers, computers and office equipment.
 - x) Ability to provide objective, concise and professional court testimony.
 - xi) Ability to prepare reports, graphs, charts, photographs as evidence or exhibits.
 - xii) Ability to communicate effectively.
 - xiii) Ability to establish and maintain effective working relationships.
 - xiv) Ability to work as a team member.
 - xv) Ability to perform the essential functions of the job.
3. **Special Requirements:**
 - a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License;
 - b) Must be able to pass the department's security clearance standards; including driving record.

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4. **Tools and Equipment Used:**

- a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, noise meter, scale stick, and digital camera, mobile or portable radio and telephone; and motor vehicle.

5. **Supervision:**

- a) This is not a supervisory position. However, does provide work direction to the Code Compliance Specialist and the Parking Enforcement Officer as a lead worker.
- b) Work is performed under the general direction of the Police Captain.

6. **Communications:**

- a) Requires frequent communication with general public, possible hostile citizens, Municipal court, other city departments and other government agencies.
- b) The communication is generally routine but has some degree of complexity in interpreting and explaining code and involves some confidential information.

7. **Cognitive Functions:**

- a) Work is performed independently with some specific and definite directions and instructions provided through codes, policies and procedures. There is some latitude in how to handle more complex and unique situations.
- b) Moderately difficult situations may arise in the course of work where there is little precedent available for decision-making.

8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is often performed in field settings. Frequent exposure to inclement weather, and some traffic hazards.
- b) Occasionally required to crawl into or access small hard to reach locations.
- c) May occasionally lift and/or move up to 50 pounds.
- d) Often enters private property (with permission) and may have contact with people's pets or other animals.
- e) Drives daily.
- f) Includes some evening and weekend work.

9. **Resource Accountability:**

- a) Positions in this classification have limited discretion over a small budget. An incumbent could recommend proceeding with abatement proceedings, but has little direct influence over the abatement fund.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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